

HOME INSPECTION / REVIEW CHECKLIST

Categories	Hazard Category S = Satisfactory H = Hazard Present N = Not applicable	Place in Register Y = Yes E = Exists on register already
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Details of Inspection:

Location:

Date:

Completed by:

Designation:

Section 1: Work Environment

Area of inspection	Hazard category	Comments	Control Required	Control Implemented	Risk Assessment Required	Place on Hazard Register
Work Environment / Amenities						
Is noise in the workplace during working hours generally excessive, disruptive or distracting?						
Can the employee easily see the task he/she is working on?						
Is the temperature of the work area within comfort limits?						
Is the work area sufficiently ventilated?						
Is there at least 2.3m ² of unencumbered floor space?						
Lighting and Ventilation						
Adequate lighting for tasks performed						
Suitable task lighting required						
Light covers in place and clean						

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Suitable ventilation supplied where required						
First Aid Facilities						
Are adequate first aid facilities provided (e.g., first aid kit; first aid room)						
Are first aid facilities clearly labeled						
List of current first aiders with contact details						
First aid reporting form available						
Emergency numbers displayed						
List of current first aiders displayed						
Electrical Installations						
All specified equipment (including leads, power boards etc) tested and tagged at correct intervals (refer to Electrical Procedure)						
No broken plugs, sockets or switches						
No frayed or damaged leads						
Faulty equipment removed from workplace						
Residual Current Devices installed						
Residual Current Devices tested at correct intervals (refer to Electrical Procedure)						
Office Environment						
Screen based equipment positioned to reduce glare from windows and lighting						

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Area of inspection	Hazard category	Comments	Control Required	Control Implemented	Risk Assessment Required	Place on Hazard Register
Area around photocopiers well ventilated to control fumes						
Sufficient space for all operations						
Appropriate adjustable furniture and equipment is available						

Section 2: Work Processes

Area of inspection	Hazard category	Comments	Control Required	Control Implemented	Risk Assessment Required	Place on Hazard Register
Emergency Response						
Is a smoke detector installed in the work area and properly maintained?						
Is a dry-chemical or carbon dioxide fire extinguisher available?						
Has the employee been trained in how to use fire extinguishers to extinguish minor fires?						
Does the employee have an emergency evacuation plan?						
Are exits from the work area kept clear?						
Are emergency telephone numbers displayed in a prominent position?						
Office Ergonomics						
Are there are no reflections from windows or lighting?						
Is there is adequate space for employee movement? Including leg						

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Area of inspection	Hazard category	Comments	Control Required	Control Implemented	Risk Assessment Required	Place on Hazard Register
space underneath the desk?						
Is the workstation of an adequate size for the work to be performed?						
Is there is ease of access to rear of computer?						
Seating						
Is the chair fully adjustable?						
Does the chair have a 5-star base?						
Does the backrest support the lumbar region?						
Do the employee's feet rest on the floor? If not, is a footrest provided?						
Is the chair in good repair?						
Computer Equipment						
Is the top of the monitor screen level with the eyes?						
Is the monitor arms length away from the user?						
If using a document holder is the document vertical, and level with the screen?						
If the employee is working from a laptop:						
Has the laptop been raised so the top of the screen is level with the eyes?						
Has an extra mouse and keyboard been supplied?						
Is the mouse used on the same plane as the keyboard?						

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Section 3: Other Hazards

Area of inspection	Hazard category	Comments	Control Required	Control Implemented	Risk Assessment Required	Place on Hazard Register